

**CITY OF KINGMAN  
GOVERNMENT WEB SITE  
ADMINISTRATIVE POLICY**

**1.0 General**

1.1 The City of Kingman operates and maintains this official web site to provide citizens, businesses, and visitors with information about City programs, services, projects, issues, events, and activities and when appropriate, provide links to sites that provide State or Federal government information.

1.2 This web site is governed and controlled by the statutes and ordinances of the State of Arizona and the City of Kingman. Any use of the web site shall conform to all City, State and Federal laws, rules and regulations.

1.3 Unauthorized attempts to upload or alter information on this web site are strictly prohibited.

1.4 By visiting the City of Kingman web site, you agree that you will not use the site for any unlawful activity or use it in any way that would violate the above terms.

**2.0 Disclaimer**

2.1 The City of Kingman owns and maintains this web site and uses reasonable efforts to provide current and accurate information. The City makes no warranty or representations as to the currency or accuracy of the information.

2.2 Neither the City of Kingman, its internet service provider, nor any of the parties involved in creating, producing or delivering this site shall be liable for any direct, incidental, consequential, indirect or punitive damages arising out of access, use of or inability to use this site, or any errors or omissions in the content thereof.

**3.0 Links to Websites**

3.1 The City of Kingman web site links only to the web sites of other governmental entities and organizations or to sites approved by the City Manager.

3.2 The City of Kingman is not responsible for the content, views, opinions or representations of any off-site pages referred to through links.

## **4.0 Email**

4.1 Persons submitting email comments or questions to the City of Kingman officials or employees should be aware that the City cannot guarantee, nor does it represent, that such communication will remain private and confidential. Email may become subject to public disclosure under the Arizona Public Records Law and/or as part of the discovery procedure in a civil lawsuit.

## **5.0 Privacy**

5.1 The City of Kingman does not collect personally identifiable information from web site users except when such information is provided specifically and knowingly by individual users. However, the City may automatically collect general information that will be used to help improve the content of the web site. Some of the information that may be collected is:

- The name of the domain and Internet address from which the user accessed the City web site.
- The type of browser used to access the City web site.
- The date and time of web site access.
- The Internet address of the web site from which the user linked directly to the City web site.
- The City web site pages visited.
- Sections of the web site the user attempted to visit but were unable to access due to programming errors or technical issues.

## **6.0 Editorial and Operational Control**

6.1 The City Manager or designee shall have full editorial and operational control over all aspects of the City's web site subject to the provisions of this policy.